



Trustees' Annual Report for the period

Period start date

01 April 2020

Period end date

31 March 2021

From

To

Section A

Reference and administration details

Charity name

Sileby Community Library

Other names charity is known by

Registered charity number (if any)

1164002

Charity's principal address

Sileby Community Library,

Cossington Road, Sileby

Loughborough, Leicestershire

Postcode

LE12 7RS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Sarah Freeman	Chairperson		
2	Mrs Sally Illsley			
3	Miss Jennifer Hill	Treasurer		
4	Ms Karen Freaks	Secretary		
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18				
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management**Description of the charity's trusts**

Type of governing document

Constitution

How the charity is constituted

Charitable Incorporated Organisation - Foundation

Trustee selection methods

Appointment by existing Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

During this period the Trustees have followed guidance from the Government and Leicestershire County Council with regards to the Covid-19 crisis.

All re-opening (as detailed below) was undertaken in-line with government guidance to ensure that the safety of our volunteers and customers was prioritised.

Period	Service provided
23 rd March to 5 th July 2020	National Lockdown 1 – closed.
6 th July to 2 nd August 2020	Call and Collect service operated in line with Covid-19 guidelines.
3 rd August to 4 th November 2020	Open for browsing in line with Covid-19 guidelines with restricted opening hours and restricted numbers allowed in the library.
5 th November to 1 st December 2020	National Lockdown 2 - Call and Collect service operated in line with Covid-19 guidelines.
2 nd December 2020 to 5 th January 2021	Open for browsing in line with Covid-19 guidelines with restricted opening hours and restricted numbers allowed in the library.
6 th January to 11 th April 2021	National Lockdown 3 - Call and Collect service operated in line with Covid-19 guidelines.

Summary of the objects of the charity set out in its governing document

The object of the Sileby Community Library CIO (SCL CIO) is:

To promote, for the benefit of the residents of Sileby and surrounding area, the provision of a public library for recreation and/or other leisure time occupation of individuals who have need of such facilities, by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large, in the interests of social welfare and with the object of improving the condition of life of said residents.

SCL CIO has strived to work towards the object as far as possible during this difficult year for all.

- SCL CIO has continued to work to maintain the membership of the library and to ensure a library service has been available for the community to access via a call and collect service, home delivery service or open for browsing when possible.
- SCL CIO trustees and management committee have been able to continue to meet virtually during the year to ensure that library building safety regulations have been monitored, to carry out risk assessment planning and prepare new processes and procedures in line with Covid-19 measures for the services that could be provided.
- During the year, SCL CIO has not been able to hold the usual community events and activities, visits by local schools or clubs or activities at the library due to the pandemic.
- During the period, the Trustees considered the Charity Commission's guidance on public benefit when undertaking the charity's work.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Not applicable.

Summary of the main achievements of the charity during the year

The main achievements of the CIO during the year are:

1. Providing a library service for the community throughout the Coronavirus pandemic.
2. Ensuring contact with volunteers throughout the year to maintain social contact, check on well-being and provide progress updates.
3. Trustee and management committee meetings continued to be held virtually.
4. Provision of appropriate training to volunteer team to ensure a risk assessed and safe return to the library.
5. Ensuring a safe return for members of the community to the library with Covid-19 measures in place.
6. Forward planning to return the library back to normal service for the community, when possible.

Brief statement of the charity's policy on reserves

No reserves policy.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- Unrestricted grant income received during the period from Sileby Parish Council (£5,318) and Leicestershire County Council (£1,760).
- Restricted s.106 funding was received during the period (£5,107) following Leicestershire County Council approval of the proposed spending plan.
- Additional grant income related to Covid 19 was received from Leicestershire County Council (£978) and Charnwood Council (£10,000)
- Limited income of £525 was raised during the period due to room hire (related to pre Covid 19 period) and online books sales.
- On-going future sources of income to fund the day to day expenses of operating the library include grants from Leicestershire County Council and Sileby Parish Council (as per grant agreements), however it is noted that these grant agreements are due to end in 2022 and so re-negotiation will be undertaken over the next year.
- Due to the impact of Covid 19, Library income (due to items such as book sales, room hire and photocopying/printing charges) and fundraising activities are severely restricted at this time.

Section F

Other optional information

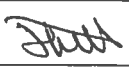
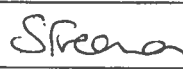
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Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JENNIFER HILL	SARAH FREEMAN
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR

Date

13/8/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Sillebv Community Library

No. 1164002

Receipts and payments accounts

CC16a

For the period
from

01-Apr-20

To

31-Mar-21

Section A Receipts and payments

	Unrestricted funds	Restricted fund 1 (LCC transition fund)	Restricted fund 3 (Library refurbishment grant fund)	Restricted fund 4 (s.106)	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts						
Grants	18,056	-	-	5,107	23,163	7,217
Donations	-	-	-	-	-	512
Fundraising activities	105	-	-	-	105	882
Library income (e.g. book hire, fines, photocopying, printing fees)	-	-	-	-	-	917
Room hire	420	-	-	-	420	1,785
	-	-	-	-	-	-
	-	-	-	-	-	-
Sub total (Gross income for AR)	18,580	-	-	5,107	23,688	11,313
A2 Asset and investment sales, (see table).						
	-	-	-	-	-	-
	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
Total receipts	18,580	-	-	5,107	23,688	11,313
A3 Payments						
Fundraising activities	-	-	-	-	-	21
Advertising (including website)	43	-	-	-	43	475
Insurance	607	-	-	-	607	597
Library stationary, postage and sundry items	128	-	-	-	128	235
Cleaning supplies	60	-	-	-	60	7
Newspapers	3	-	-	-	3	150
Gas and Electricity	869	-	-	-	869	1,367
Water	401	-	-	-	401	500
Facilities maintenance	3,967	-	-	-	3,967	2,019
Accounting - independent review	120	-	-	-	120	120
s.106 expenditure on library equipment	-	-	-	2,044	2,044	103
Sub total	6,199	-	-	2,044	8,242	5,594
A4 Asset and investment purchases, (see table)						
s.106 investment in library (installation of shelving units, display racks, indoor/outdoor storage)	-	-	-	2,246	2,246	730
Sub total	-	-	-	2,246	2,246	730
Total payments	6,199	-	-	4,290	10,488	6,324
Net of receipts/(payments)	12,382	-	-	818	13,199	4,989
A5 Transfers between funds	-	-	-	-	-	-
A6 Cash funds last year end	33,446	345	344	-	34,135	29,146
Cash funds this year end	45,828	345	344	818	47,334	34,135

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted fund 1 (LCC transition fund) to nearest £	Restricted fund 3 (Library refurbishment grant fund) to nearest £	Restricted fund 4 (s.106) to nearest £
B1 Cash funds	Cash at bank*	45,828	345	344	818
	(Restricted fund 2 was fully utilised in 2019/2020 period)	-	-	-	-
	Total cash funds	45,828	345	344	818
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
	Lease of Sileby Community Library property including fixtures and fitting, and use of Leicestershire County Council book loan stock.	Unrestricted fund	-	-	
	Capital investment in kitchen sink and unit plus LED light fitting (Feb 2017)	Restricted fund 2	3,782	-	
	Capital investment in Library furniture (July 2017)	Restricted fund 2	1,524	-	
	Capital investment in Library Refurbishment (new shelving/ book stands, carpets, furniture) (2018/19)	Restricted fund 3	16,435	-	
	Capital investment in Library Refurbishment (IT) (2018/19)	Restricted fund 3	1,598		
	Capital investment in Library Refurbishment (book cabinet, signage, tables) (2019/20)	Restricted fund 3	730		
	s.106 capital investment in library (installation of shelving units, display racks, indoor/outdoor storage) (2020/21)	Restricted fund 4	2,246	-	
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
	Restricted grant income from Leicestershire County Council with regards to initial transition to CIO, payable on demand.	Restricted fund 1	345		
	Restricted Big Lottery Grant with regards to Library refurbishment.	Restricted fund 3	344		
	Restricted s.106 funding from LCC.	Restricted fund 4	818		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval		
		JENNIFER HILL	13/8/21		
		SARAH FREEMAN	13/8/21		

Independent Examiner's Report to the Trustees of Sileby Community Library

I report on the accounts of the charity for the year ended 31st March 2021

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities Commission and have prepared the records on a receipts and payment basis.

Basis of independent examiner's statement

My examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, I have noted no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Kellie Chetwynd

Relevant Professional qualification/professional body: MAAT QQB

Address: 5 High Street, Sileby, LE12 7RX

Date: 10/08/2021